

Standardization & Optimization Items

Listed below are the four standardization & optimization items that will be part of each and every STP.

- 1) ***Computing Platform Services:*** Implement computing platform suggestions from VITA.

[illegible]

2) **Network Services:** Implement network suggestions from VITA.

Recommendation	Action	Estimated Resources
<p>The following should be done to ensure the Agency meets the VITA network standards:</p> <ol style="list-style-type: none"> Review, document and take over maintenance of telecommunication devices. This is to include Password change, set SNMP and other potential changes as needed and defined by security and VITA network lead. Review telecommunication devices such as routers and switches to ensure a valid maintenance contract exist. If necessary acquire maintenance contract. 	Standardize	2 Hours per network device

3) **Desktop and End User Services:** Implement desktop and end user suggestions from VITA.

Recommendation	Action	Estimated Resources
The following should be done to ensure the Agency meets the VITA desktop standards:	Standardize	2 Hours per PC/Account

<ul style="list-style-type: none"> a. Implement break-fix on client PC's or deploy seat management as applicable. b. Change agency email address to fit new VITA standard. c. Coordinate with business staff (Owen Tyler) the change on agency Web presence address to match new VITA standard. d. Verify applicable OS security patches have been installed on the client PC's as defined by the Windows update page (http://windowsupdate.microsoft.com). e. Verify virus scanner is routinely updated on the PC's to meet VITA standards. f. Implement VITA standard E-mail attachment blocking. g. Supply surplus process to the agency for unneeded and non break-fixable hardware and be sure the agency removes it from FACCS as necessary. h. Create a plan to patch applications to include MS office product as appropriate. Implement plan within 60 days of agency transition. i. Verify application licensing for all installed applications. <p>VITA needs policy and procedure for maintaining the security and virus scanners updates on the local PC's. In lieu of an existing policy virus signature updates should be controlled from a server and updated on at least a weekly basis as new files come out. Full client virus scans should be scheduled weekly on all client PC's.</p>	<p>Post SOP</p> <p>Post SOP</p> <p>Post SOP</p>	<p>Should be done by Agency with VITA help as necessary. Varies by agency.</p> <p>Varies by agency.</p>
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4) **Security:** Implement security suggestions from VITA.

Recommendation	Action	Estimated Resources
<p>The following should be done to ensure the Agency meets the VITA security standards:</p> <ul style="list-style-type: none"> a. Evaluate the configuration of the Agency Firewall; ensuring inbound and outbound access-lists are in place. Ensure that the configurations meet VITA requirements. b. Review remote connectivity capability (dial-up) and Standardize as necessary with VPN solution or review existing VPN configuration to ensure it meets VITA security standards. VPN will need to be replaced by centralized VITA VPN solution once VITAnet is available. 	Standardize	12 Hours per location